

Personnel

Employment Regulations

Terminations
Categories and Procedures

- POLICY:**
- .01 Employees may voluntarily terminate from the Laboratory by resignation or retirement. Employees may be terminated because of reduction-in-force (*see* [AM 114](#)); for disciplinary reasons (*see* [AM 112](#)); for medical reasons (*see below*); because of denial or revocation of security clearance (*see* [AM 702](#)); for unsatisfactory performance (*see* [AM 109](#)); or from certain types of long-term leave without pay (*see* [AM 318](#)). Policy and procedures related to termination of short-and limited-term employees are in .07-.08 of this policy.
- TERMINATION FOR MEDICAL REASONS:**
- .02 As a result of an injury or illness, an employee may develop an impairment that prevents performance of the essential duties of the employee's current position. The Laboratory attempts to make work adjustments or to provide reasonable accommodation in accordance with [AM 117](#), Employees with Temporary Impairments, and [AM 118](#), Employees with Disabilities. A medical termination is initiated only after completion of the applicable procedures in [AM 117](#) or [AM 118](#). Employees should contact a Benefits Specialist in the Compensation and Benefits Group (HR-1) for information on benefits that may be available to employees with temporary impairments or disabilities. *See also* [AM 313](#).
- Use of Accrued Sick and Vacation Leave**
- .03 Laboratory policy permits the employee whose employment is terminated for medical reasons to use all accrued sick and vacation leave before the effective date of termination. Laboratory employees who are covered by a retirement plan should use all accrued sick leave before taking disability income. Vacation may be used or paid on the termination date at the straight-time hourly rate. *See also* [AM 313](#).
- General Procedures**
- .04 The employee's group and division, working with the Staff Relations Group (HR-8), initiate the

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request for medical termination. A termination must be reviewed by Laboratory Counsel (LC) and approved by the Environment, Safety, and Health Division (ESH-DO) and the Human Resources Division (HR-DO).

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SEPARATION OF SHORT-OR LIMITED-TERM EMPLOYEES:

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| Separation at End of Assignment | .06 | An employee who is hired under a short- or limited-term appointment and whose appointment is not extended must be terminated from Laboratory employment as of the last day of the appointment unless there is an earlier termination.

<i>NOTE:</i> The organization must submit a termination Personnel Action (PA) form to complete the termination process. |
| Early Termination | .07 | Short- and limited-term employees (including those in full-time, part-time, and casual pay status) serve at will and may be terminated at any time. The appropriate division-level manager must review and approve the termination. A limited-term employee is given at least 15 days' advance written notice of the termination. A short-term employee is given at least 5 calendar days' notice of the termination. ✂ |
| Formal Complaints | .08 | An employee terminated from short- or limited-term status may file a formal complaint under AM 111 only if the complaint alleges that impermissible discrimination or retaliation in violation of law or Laboratory policy motivated the termination. |
| TERMINATION FOR CAUSE: | .09 | Policies and procedures covering the termination for cause of regular employees are outlined in AM 112 . |

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- TERMINATION FOR UNSATISFACTORY PERFORMANCE:** .10 Policies and procedures covering termination for unsatisfactory performance are outlined in [AM 109](#).
- TERMINATION BECAUSE OF DEATH:** .11 The supervisor must notify the Compensation and Benefits Group (HR-1) immediately upon learning of the death of an employee and also the Staffing Group (HR-5) if the employee is a participant in a Special Employment Program administered by HR-5. The organization's Human Resources Generalist can provide assistance, including assistance in completing the required PA.
- REDUCTION IN FORCE:** .12 The policy for reduction-in-force is outlined in [AM 114](#).
- RESIGNATIONS AND RETIREMENTS:** .13 An employee, excluding a Special Employment Program employee, who plans to resign or retire should submit a memorandum of resignation to the manager at least 14 calendar days before termination.
- Laboratory Property** .14 Before termination, employees must return all on-site and off-site Laboratory property that has been issued to them. Such property may include office and computer equipment, scientific instruments, cellular phones, security badges, property passes, vehicle passes, keys, tools, clothing, books, and documents. A property affidavit documenting the complete return must be signed by the employee and the responsible property administrator, who physically verifies the returned property.
- Final Paycheck** .15 On termination day, the employee must be paid for all time worked (including time spent in the termination process) during the pay period and for all vacation earned through termination day. *See [.21](#)*.
- SECURITY CLEARANCE CANCELLATION:** .16 An employee's security clearance is cancelled when the employee terminates. ~~For Laboratory retirees moving to an affiliate or Guest Scientist~~

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position, security clearances are not terminated but are transferred to the new category.

PROCEDURES:

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These procedures effective until further notice.
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Personnel Action Forms

.17 All voluntary and involuntary separation actions require the supervisor to submit a PA. For involuntary separation actions, consult the appropriate AM subject. *See subjects listed in .01.*

Termination Process

.18 Any employee (including regular, limited-term, and short-term) who voluntarily or involuntarily separates must observe the following procedures

.19 ***New Hire and Termination Office*** — Terminating employees must contact the New Hire and Terminations Office in HR-5 at least 14 calendar days before the termination date to obtain complete information on termination procedures. The manager immediately forwards the employee's memorandum of resignation and a completed PA to the appropriate Human Resources Generalist.

.20 ***Physical Examination or Medical Consultation*** — Arrangements must be made with ESH-2 for a termination physical or consultation at least 14 calendar days before the termination date. The necessity for, and extent of, this evaluation is determined by such factors as date of last Laboratory physical examination, work history, and exposure history.

NOTE: A physical examination or consultation is not required for terminating Special Employment Program employees, except for those who have a Q clearance and/or who are in the Postdoctoral Program.

Final Paycheck

.21 The final paycheck is available at the BUS-1 Payroll Team office on the day of termination if the New Hire and Termination Office notifies BUS-1 on the morning of that day that all of the necessary procedures have been completed.

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**Insurance and
Retirement Benefits**

- .22 See [AM 501](#) and [AM 502](#) for information on the effect of termination on insurance coverage and retirement. Terminating employees contact the Compensation and Benefits Group as part of the termination process.